

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
July 29, 2011

The Human Resource Directors Advisory Committee convened on July 29, 2011 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Mark Owens, University of Illinois at Springfield; Robbie Witt, University of Illinois at Urbana-Champaign; Maureen Parks, University of Illinois Administration; Jami Painter, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana-Champaign; Elyne Cole, University of Illinois at Urbana-Champaign; Khrista Clevenger, Illinois State University; Rhonda Wybourn, Northern Illinois University; Sandy Bowman, Eastern Illinois University; Linda Holloway, Eastern Illinois University; Penny McCarty, Southern Illinois University School of Medicine Springfield; Angie Doolin, Southern Illinois University School of Medicine Springfield; Jennifer Watson, Southern Illinois University Carbondale; Debra Bigger, University of Illinois School of Medicine Peoria; Pulchratia Kinney-Smith, Governors State University; Gail Bradshaw, Governors State University; Terrin Krantz, State Universities Retirement System; Renee Mitchell, Chicago State University; Peggy Podlasek, Illinois Board of Higher Education; Celeste Latham, Northern Illinois University; Wes Weisenburn, DSCC University of Illinois.

The following persons were in attendance via videoconference: Mirta Mendez, University of Illinois at Chicago; and Marta Maso, Northeastern Illinois University.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) Review and update of revisions to SUCSS Salary Data System

The Committee was provided information regarding the development of a new system-wide salary data system to replace the current system managed by Northern Illinois University.

University System Office IT staff have been working on a new IT program to more efficiently manage the statewide salary survey and salary approval process. The Committee was given a brief demo of various 'panel shots' and provided an outline of features in this IT program. Several universities are actively participating in the development of this new IT program. This project should be completed in the next few months. Further information will be provided as project development timelines and activities are completed.

2) Review and discussion of proposed rule changes

The Committee was provided information and draft copies of the following rule changes:

a) Exemptions (Section 250.30(a))

This proposal was presented to the Committee at their last meeting and was drafted in response to the recent legislative action regarding this topic. The Committee was informed that this proposal would soon be submitted to the Secretary of State's Office for the First Notice Period. The Committee was also informed that any final rule change proposal would have to be approved by the Merit Board before it could be formally submitted to JCAR and the Second Notice Period.

b) Register Maintenance (Section 250.60(h))

This draft proposal was prepared in response to the request to formally continue with providing employers more flexibility to delete names from registers upon employment into a posted professional, semi-professional, or managerial classification, most specifically for the new Pilot Program classifications. This section was therefore amended by adding a new provision to provide for the permissive removal of names from registers, when that position has been posted and the posting includes a timeline for removal or discontinuation of the register for that classification. Additional procedural language will be incorporated to more specifically outline the guidelines and limitations in this respect. It is planned that this provision will only apply to the Professional, Semi-Professional, and Managerial occupational areas. The Committee was informed that this proposal would soon be submitted to the Secretary of State's Office for the First Notice Period. The Committee was also informed that any final rule change proposal would have to be approved by the Merit Board before it could be formally submitted to JCAR and the Second Notice Period.

c) Discharge (Section 250.110(f)(17))

At the May board meeting, the Merit Board indicated a desire not to reconsider any past final discharge decisions and to defer any such appeal in accordance with the Administrative Review Act. Current language provides for a possible rehearing and reconsideration of past Merit Board decisions in this respect. Current language was developed prior to the implementation of the Administrative Review Act and probably should have been removed as the Administrative Review Act became law. Therefore, this section is amended to remove the language regarding a rehearing and reconsideration of a Merit Board discharge order or decision. Any appeal of a final Merit Board decision will have to be processed in accordance with the Administrative Review Act.

d) Probationary Period (Section 250.90(b))

Various campus policing units had suggested that an option to extend the probationary for a comparable time to offset the off-site mandatory police training required for entry level officers. Campus police units simply needed more on-site time to properly evaluate entry level police officers. Therefore, this section was amended to allow for the extension of the probationary period for a comparable amount of time for any required, formal off-site training period. Prior authorization and notification will be required for this extension.

3) Review and update of proposed changes to the Exemption Procedures Manual

At its last meeting, the Committee discussed in detail a draft of the proposed changes to this procedural manual. At that time, specific modifications to the original proposal were suggested to several sections, most specifically to Section 3 of the Manual. The University System Office reviewed and incorporated all of the recommendations made by the Committee. A copy of the new draft proposal with these changes was provided.

4) Other University System Office Activities

The Committee was updated on various University System Office activities including:

- *Class Plan Update*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.
- *Budget Update*
The Committee was informed of the current agency budget status and the final FY 2012 appropriation as approved by the legislature and Governor. The FY 2012 agency budget was cut by approximately 6% from the FY 2011 budget. In addition, the FY 2012 budget was approved in a strict line item designation which will add a layer of difficulty in effectively managing personnel and financial issues. Several small dollar cuts will have to be made to effectively manage the agency budget in this fashion.
- *Audit Schedule*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Legal Update*
The Committee was informed that Bryan Perrero had resigned from his position as Legal Counsel for the University System Office. A new job search for that position is being conducted.

The Committee was also updated on the status of various discharge cases. Specifically, the Committee was informed that the Merit Board's decision in the Rettig discharge case was overturned by the Circuit Court of DeKalb County. The

Merit Board upheld the discharge recommendation filed by Northern Illinois University against Officer Rettig, Police Officer. The Circuit Court determined that the Merit Board's decision was in conflict with the manifest weight of the evidence and ordered Officer Rettig to be reinstated with full back pay. NIU plans to appeal this decision to the Appellate Court.

In other actions, the Merit Board's decision to uphold the discharge of Officer Kafka, Police Officer at NIU, was also appealed to the Circuit Court of DeKalb County.

5) Meeting Schedule

The next Committee meeting is scheduled for October 28, 2011. Committee members were urged to present any new agenda items.